

HELPFUL TIPS FOR DEVELOPING YOUR AEIF PROPOSAL AND BUDGET



INGREDIENTS FOR AN AEIF PROJECT PROPOSAL

Alumni-Led

- Are alumni the main implementers of the project?
- Is that apparent in your proposal?

Clear Goals

- What is the specific purpose of the project?
- What challenges are you trying to address?
- Will the reader understand your proposal and the goals of your project?

Implementation Steps

- Provide a timeline for each major component of your project.
- Specify which team members will be involved in each step.

Measurable Results

- Explain the anticipated results or outcomes of this project.
- How will you measure these outcomes?

HELPFUL TIPS

Read all AEIF competition information and requirements

Start early!

- Do not wait until the last minute to work on your proposal or budget. Test your IEA account to make sure you remember your password.
- Submit your proposal well ahead of the deadline to avoid any technical problems or internet issues.

Make sure your project addresses one of the five AEIF themes

KEY COMPONENTS OF A GOOD PROPOSAL

Beneficiaries: Which communities will your project affect?

- Some examples are youth, government, local leaders, parents, men or women, and people with disabilities.
- Why is your project focusing on these groups?
- How many people will you target?

Impact: What impact will your project have on these communities?

- What change will occur because of your project?
- Can you quantify this change?

KEY COMPONENTS OF A GOOD PROPOSAL

Purpose: Why is it important for you to carry out this project?

- What challenge will your project address?
- Is this challenge specific to your community?

Implementation: How will you carry out the project?

- Will your project be a training, awareness campaign, service project, or a conference/seminar?
- List the timeframe for major activities and where they will take place.
- What roles do the alumni team and partner institutions play and who is responsible for each step or activity?

COMMUNICATION

How will you promote your project and to whom?

- Will you use print, websites, social media, radio, and/or TV?
- What is the timeline for your communication plan?
- Do you have experience in these communication methods?
- Is the communication plan relevant and appropriate for the beneficiaries?



EVALUATION

Which tools or methods will you utilize to measure results or success?

- Examples include surveys, interviews, and focus groups.

How and to whom will you communicate results?

- Which parties might be interested in learning about your results?

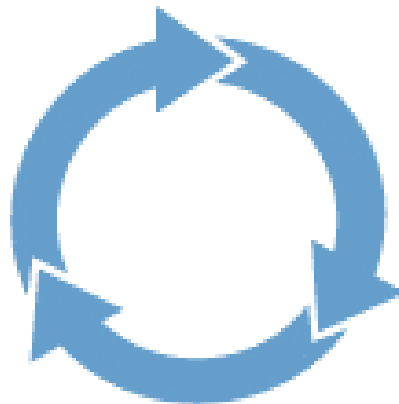


SUSTAINABILITY

How will the impact of your project continue beyond the initial funding?

How might you secure future funding? How might you expand the scope of the project?

What role might your partner institutions play in helping to sustain the project?



BUDGET AND BUDGET JUSTIFICATION

Itemize and explain costs in the budget and budget justification

- All costs must be in U.S. dollars.
- Provide calculations of total costs by specifying the number of people, units, days, etc. in the “Activity/Item Description” column in the AEIF Budget Form.
- Make sure items you list in the budget are allowed.
- Ensure subtotals and totals add up correctly.
- AEIF funds requested must not exceed \$25,000.

COST SHARE AND IN-KIND SUPPORT

Cost Share

- Cost share is defined as those costs that are covered by sources other than AEIF funds, i.e. partner institutions, community groups, private businesses, NGO sponsors, etc.

In-Kind Support

- Examples include donated services, labor, supplies/equipment, and volunteer time.

Proposals with cost share and/or in-kind support will be considered more competitive

BUDGET JUSTIFICATION

Detailed description of the proposed costs and relevance to the project

- Explain in more detail what activity/purpose the money will be used for, who will benefit, and how it relates to the project.
- Show that your team researched the cost of the items requested and that costs are reasonable for your project.
- Don't just copy/paste your budget from the budget form. Use the budget justification section of the proposal to explain who, what, when, where, and why in regards to the costs of your project.
- Provide information on unusual items and what will happen to items beyond the initial funding period (i.e. supplies, durable equipment, or digital platforms).

BEFORE YOU SUBMIT...

Does your proposal and budget meet all of the AEIF competition requirements?

Have a friend or colleague review your proposal, budget, and budget justification

- Check spelling and grammar, comprehension, and clarity of your project idea and budget.

Make sure the budget matches the proposal activities

SHARE YOUR STORY WITH US!

Let us know if you have your project idea and alumni team together!



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